



1963

<u>No.</u>	<u>Date</u>	<u>Subject</u>
1	31 May 1963	DD/I Claim for Reimbursement for Dinner Seminar of 28 February 1963 w/a Official Entertainment Claims - 21 May 1963
2	11 March 1963	Financial Administration of Agents under Nonofficial Cover
3	10 June 1963	Staggered Work Hours
4	18 July 1963 7 Oct 1963	
5	10 Oct 1963	
6	10 Oct. 1963	Advance return of Dependents  2587
7	5 Dec 1963	Settlement of Erroneous Payments

Title: (INDEX, INFO, ORGANIZATION & MANAGEMENT)

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MEMORANDUM FOR: Acting Chief, Fiscal Division
✓ Chief, Confidential Funds Division

SUBJECT : Settlement of Erroneous Payments

REFERENCE : [REDACTED] Paragraph 76b(1)

1. The action required by the Chiefs of the Confidential Funds Division or the Fiscal Division in paragraph 76b(1) of [REDACTED] upon ascertaining that an erroneous payment has been made is applicable only to those payments "which for operational or security reasons should not be settled by normal administrative action". There is no intent or practical purpose to be served by applying the requirements of paragraph 76b(1) of [REDACTED] to all erroneous payments without regard to their cause or their impact on the operations or security of the Agency. Many so called "erroneous payments" can and should be settled promptly by normal administrative action with the individual concerned on an informal basis.

2. Therefore, a Statement of Findings as required in reference shall be prepared and submitted to me for approval only for those erroneous payments which for operational or security reasons should not be settled by normal administrative action.

R. H. FUCHS
Director of Finance

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- 0 & 1 - AC/Fiscal Division
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File W - 10
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25X1A Chief of Station [REDACTED]

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Finance Division

Advance Return of Dependents

25X1A REF: [REDACTED] 5399

1. The authorized expenses for return of dependents is contingent upon the sponsors completion of his obligations and his eligibility for return travel.

2. Our regulations recognize the necessity for dependents, in some cases, to return in advance of the employee, and authorize Chiefs of Stations to make advances for such travel.

3. Since the employees full eligibility for travel expenses cannot be determined in most cases, until the day his travel actually begins, all advances or obligations incurred by him should remain outstanding until the completion of travel. To expense dependent travel in advance of one's return would lead to the possibility of overlooking these charges should the employee subsequently fail to qualify for return travel. In addition, from the standpoint of audit, it is desirable that all advances related to advance travel be retained on Station books and transferred to the receiving station for full accountability.

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DOC	10	REV DATE	26-3-80	BY	029725
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ORIG CLASS	5	PAGES	1	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	HS 70-2

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2 - C/O&L
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Approved For Release 2001/08/10 : CIA-RDP78-05747A000500070002-6

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DD/S 63-2452

10 JUN 1963

MEMORANDUM FOR: Comptroller

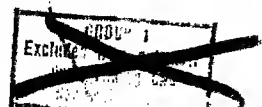
SUBJECT : Staggered Work Hours

1. Some time ago you inquired about the feasibility of modifying or abandoning our system of staggered work hours for Headquarters employees. Others also have expressed a preference for a single schedule, and it has been the subject recently of at least one Employee Suggestion.

2. The present staggered-hours system was based in part upon a detailed traffic study conducted by a firm of consulting engineers before we came to the new building. The study assumed a road network such as we have at present and a daily average of [REDACTED] cars parked in the Headquarters area. After careful analysis of traffic movement and congestion at key points in the area, the study estimated that it would require approximately one hour for all vehicles to enter or depart from the parking areas if all employees were on a single shift. This would be the delay factor here on our own grounds; congestion would occur correspondingly at various points, especially bridge crossings, along the access routes. Other factors considered, of course, were the general conditions of rush-hour congestion throughout the metropolitan area, and the expressed wishes of local traffic authorities that we do everything possible to minimize the impact upon prevailing traffic patterns of our move to Langley.

3. The assumptions underlying our original traffic study have proved to be valid. We have [REDACTED] parking spaces in our Headquarters area, and spot checks over the past three months reflect a daily occupancy rate of about 90 per cent, or [REDACTED] cars. The density of non-Agency traffic on the Parkway and Route 123 is about as anticipated. At present, with the 3-shift/30-minute-interval system, there is no serious congestion on the Parkway side; traffic back-ups occur occasionally but they are of brief duration. On the other side, between the hours of 1645 and 1745 it may take as much as 10 to 15 minutes to get from the parking area to the traffic light on Route 123. I do not believe

DOC	13	REV DATE	27-3-80	BY	029725
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we can do much better than that. It is safe to assume, however, that going to a 2-shift system would make conditions a good deal worse, and a single shift for all employees very probably would bring us to the one-hour delay originally estimated.

4. Another factor which we must consider is the position being taken by the General Services Administration and the Bureau of the Budget on the question of staggered working hours. I am sure you are aware of GSA's report on the subject, published on 15 May, which has received a good deal of publicity. It recommends a further staggering of Government working hours as one means of alleviating the traffic problems of the metropolitan area. I am afraid the conclusion must be that we will find it necessary to continue our present system, or something approximating it, for the foreseeable future.

LK
L. K. White
Deputy Director
(Support)

Executive Director
cc: Director of Logistics

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11 March 1963

MEMORANDUM FOR: Assistant Deputy Director (Plans)

THROUGH : NE/ [REDACTED] SSA/DDS

25X1A

FROM : Chief, Central Cover Staff

SUBJECT : Financial Administration of Agents Under Nonofficial Cover

25X1A

REFERENCE : Memorandum dated 17 May 1962, NE/SS-62-122, from [REDACTED] NE to The Comptroller, Subject: "Suggestion for the Revision of Financial Planning Procedures in the Development of Nonofficial Cover Activities."

1. Reference attached a memorandum directed to C/NE [REDACTED] by [REDACTED] Deputy Chief, NE/ [REDACTED] in which [REDACTED] outlines his ideas regarding ways and means of improving financial planning procedures in the development and maintenance of nonofficial cover arrangements. I feel that there is real merit in [REDACTED] recommendation generally and that the problems he proposes for attack warrant a major effort at solution.

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2. Preliminary to establishment of any organizational charter for implementation of a program such as proposed, however, I feel a staff study is in order to identify in consultation with all affected Agency elements the specific problems we would hope to solve. Thereafter we can give consideration to the most efficient and effective means of solving them, including in our considerations, of course, the organizational make-up, placement and level of authority we should accord the implementing instrument.

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3. With the approval of [REDACTED] I have discussed this matter informally with [REDACTED] of NE/ [REDACTED] who has considerable pertinent Agency background. [REDACTED] expressed himself as quite in sympathy with the objectives sought and as interested in working toward their attainment. He feels he could adjust his NE/ [REDACTED] activity, with his superiors' acquiescence of course, to permit his undertaking the desired staff study.

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DOC	14	REV DATE	27-3-80	BY	029725
ORIG COMP	43	OPI	38	CVS	02
ORIG CLASS	5	PAGE	2		
JUST	22	TEXT REV	2010	AG-1	HS 10-2

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- 2 -

4. I recommend that [REDACTED] be designated to Central Cover Staff on an approximately half-time basis to prepare the staff study proposed in paragraph 2. above.

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[REDACTED]
Chief, Central Cover Staff

CONCURRENCES:

NE [REDACTED]

SSA/DDS

ADDP

DDP/CCS [REDACTED] 1w/11 Mar 1963

Distribution:

Orig & 1 - ADOP
1 - NE/ [REDACTED]
1 - SSA/DDS
1 - Comptroller
1 - C/NE/ [REDACTED] (Info)
1 - NE [REDACTED]
1 - DDP/PMC [REDACTED] (Info)
1 - CCS

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31 May 1963

MEMORANDUM FOR:

Chief, Finance Division

SUBJECT : DD/I Claim for Reimbursement for Dinner
Seminar of 28 February 1963

1. I spoke to Mr. Kirkpatrick about the annexed voucher. As was the case with the previous dinner seminar, the presence of a foreign representative takes the case out of the regulation which governs reimbursement for entertainment of employees of the U. S. Government.

2. In any event, Mr. Kirkpatrick confirms that he has authority under Regulation [REDACTED] on behalf of the DCI, to authorize expenses incurred in the entertainment of employees of the U. S. Government.

3. Therefore, on both counts, the annexed voucher is in order and can be approved and paid.

JOHN A. BROSS
Comptroller

cc: Executive Director

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21 MAY 1963

MEMORANDUM FOR: The Comptroller

SUBJECT: Official Entertainment Claims

1. Attached as Tab A is a memorandum written at the request of the Executive Director which outlines a procedure to be followed in connection with absorbing, reimbursing, or claiming expenses for official entertainment in the Director's Mess.

2. Attached as Tab B is a claim from the DDI prepared in accordance with the attached procedure requesting reimbursement in the amount of \$55.30 pertaining to the exclusive entertainment of U. S. Government employees.

3. The attached procedure is clearly stated and insofar as we can foresee represents no problems insofar as practical application, except on one point, namely; the authority of the Executive Director to approve expenses pertaining to the exclusive entertainment of U. S. Government employees.

4. Agency Regulation [REDACTED] paragraph 3.a. provides the "Expenses incurred in the entertainment of officers or employees of the U. S. Government exclusively shall not be allowed except when personally approved by the Director of Central Intelligence or a single senior official delegated such authority." In view of the clear limitations of the regulation, and the sensitivity of such payment from the standpoint of public policy, it is believed that it would be desirable for the Comptroller's Office to ascertain and establish as a matter of record that the Executive Director has been delegated the necessary authority to approve such claims.

5. It would be appreciated if you could raise this point with the DDCI and then advise as to how we should proceed in the handling of this (Tab B) type claim.

[REDACTED]
Chief, Finance Division

Attachment

Distribution:

Orig & 1 - Addressee

1 - O&L

2 - Fin Div

Compt/Fin Div [REDACTED] 5-21-63

GROUP 1
downgrading and
declassification